

Lead Finance Analyst

Colorado Department of Higher Education

POSTING DATE: 03/04/2022

COMPENSATION: \$65,000-67,000 annually

DEPARTMENT INFORMATION:

The mission of the Colorado Department of Higher Education (CDHE) is to improve the quality of, ensure the affordability of, and promote access to, postsecondary education for the people of Colorado. In pursuing its mission, the Colorado Department of Higher Education will act as an advocate for the students and institutions of postsecondary education and will coordinate and, as needed, regulate the activities of the state's postsecondary education institutions.

DESCRIPTION OF JOB:

Reporting to the Chief Financial Officer, this position serves the role of Lead Finance Analyst and is a member of the Department of Higher Education Budget Services Team (DHE-BST). In total, the DHE-BST is responsible for all areas of state budget and finance in support of Colorado's public colleges and university governing boards as well as the internal department budget and finance functions. Collectively, the DHE-BST is responsible for the development of state budgets (both operating and capital construction) as well as statewide financial aid administration and the administration of the College Opportunity Fund program in addition to other financial policy areas such as state tuition policy and the allocation of state funds amongst postsecondary education institutions.

On the BST, each Lead Finance Analyst is responsible for developing broad expertise in primary program assignments and becoming the designated expert on the BST for those programs and policy areas. Lead Finance Analysts will also back up to other BST members and provide quality assurance in support of primary program assignments and policy areas assigned to the other Lead Finance Analysts.

The Lead Finance Analyst position will develop, recommend, and implement budgetary and other financial service strategies, as well as Colorado Commission on Higher Education (CCHE) and department policies and guidelines. The Lead Finance Analyst will also provide analytical support to executive level decision makers as well as prepare and represent recommendations to the CCHE as necessary.

The Lead Finance Analyst must be able to exercise independent judgment and make decisions on a diverse and complex range of finance policies, processes, and standards. The position will regularly correspond, advise and collaborate with campus finance leadership, administration and staff. In addition, the Lead Finance Analyst will serve as one of the primary budget and finance contacts for the CCHE, Governor's Office of State Planning and Budgeting (OSPB), the Joint Budget Committee (JBC) staff and the staff of the Colorado Legislative Council.

Essential Duties & Responsibilities

- Assist in supporting Governor's Office legislative and policy priorities;
- Orient and brief CDHE and CCHE members on budget and finance related programs and policies;
- Create and review internal and external DHE-BST documents for completeness and correctness;
- Provide budget and finance data in support of department communications;
- As needed create and present items for action, consent and discussion to the CCHE;
- Respond to annual or ad hoc budget and finance related inquiries, information requests and surveys from institutions, legislators, higher education advocacy groups and others;
- Monitor and report on legislative activities including Joint Budget Committee, and higher education related hearings at various committees;
- Assist as needed in the implementation of legislation and other special projects as assigned;
- Read and interpret new and existing statutes to identify the impact of proposed legislation on the department;

Annual Budget Development

- Assist with the formulation, compilation, and analysis related to the DHE annual budget submission to the General Assembly; Develop and recommend policies, processes and systems that provide for an accurate annual budget allocation plan that is in compliance with state, federal and contractual requirements;
- Formulate the Department's POTS request and facilitate requests for increased funding in central appropriations based upon anticipated need;
- Assist in drafting and submitting the Department's annual budget to the legislature
- Request changes to state appropriations bases upon any issues identified in budget monitoring, funding level changes, and the operational goals of the department;

REQUIRED QUALIFICATIONS:

Education

- Bachelor's or graduate degree in finance, accounting, public policy, political science or a related field; 8 years' experience can be substituted for a Bachelor's degree

Minimum Competencies

- Ability to analyze fiscal and program data at an institutional and system wide level;
- Have working knowledge of the State's budgeting (PB) and accounting (CORE) software's;
- Ability to read and interpret Colorado Revised Statutes and agency policies;
- Ability to work effectively in both independent and team situations;
- Proficient at Microsoft Office (Word, Excel, PowerPoint), and the ability to quickly learn other software systems.
- Ability to produce accurate and comprehensive analytical documents under tight deadlines and demonstrated flexibility to adapt to changing assignments;
- Ability to take initiative to solve problems in an innovative manner;
- Strong time and project management skills, including prioritization and multi-tasking ability;
- Excellent reasoning, investigative, analytical, and problem-solving skills;
- Excellent facilitation, presentation, and communication skills, both written and oral;

- Strong attention to technical detail and accuracy;

Minimum Experience

- At least (3) years of professional experience where the primary purpose of the position was fiscal analysis, budget analysis, budget development and implementation, policy development and implementation, or public or private sector management or administration that included budget formulation, execution, and analysis.
- Excellent interpersonal skills, time management skills, and the ability to work effectively and under pressure with a team of co-equals to meet tight and rigid deadlines.
- Proven ability to manage multiple assignments, priorities, and projects in a demanding public environment.
- Basic knowledge of public policy issues related to higher education and the role of administrative agencies in the executive branch;
- Experience in exercising independent judgment in an administrative setting;
- Skill in interacting with decision makers and staff as well as with other specialists and experts

PREFERRED QUALIFICATIONS:

Preferred Competencies

- Have working knowledge of the State's budgeting (PB) and accounting (CORE) software;
- Ability to read and interpret Colorado Revised Statutes and agency policies;
- As needed ability to supervise other employees and provide leadership and vision across multidisciplinary groups
- Comprehensive knowledge and experience of process, systems and documentation necessary for building division and agency budgets for submission to Office of State Planning and Budget (OSPB) and Joint Budget Committee (JBC) staff

Preferred Experience

- At least (5) years of professional experience where the primary purpose of the position was fiscal analysis, budget analysis, budget development and implementation, policy development and implementation, or public or private sector management or administration that included budget formulation, execution, and analysis.
- Experience in presenting technical information to nontechnical audiences and in leading collective decision making;
- Advanced knowledge of public policy issues related to higher education and the role of administrative agencies in the executive branch;
- Knowledge of analytical methods and techniques used in higher education finance;
- Knowledge of the executive/legislative decision making process

APPLICATION PROCEDURES:

To be considered for this position, candidates must possess the minimum qualifications listed above and submit the following: Cover letter and resume. Submit your completed application materials to:

HR@dhe.state.co.us

Or:

Colorado Department of Higher Education
Attention: Human Resources
1600 Broadway, Suite 2200
Denver, Colorado 80202

This position is **not** governed by the selection process of the classified personnel system and is not part of the classified state personnel system.

Application Deadline: Position will remain open until filled. Application review begins immediately and position start is immediate. Employment is contingent on successful completion of a criminal background check.

Consistent with the State's Universal Policy on Flexible Work Arrangements, CDHE permits Flexible Work Arrangements (FWA) and this role qualifies for FWA participation. However, FWA is evaluated and granted by the appointing authority at their discretion based on business need, the nature and function of the work performed, and employee performance.

Employees of the State of Colorado must be authorized to work in the United States and be residents of Colorado. The Department of Higher Education does not assist with relocation expenses

Effective September 20, 2021, employees will be required to attest to and verify whether or not they are fully vaccinated for COVID-19. Employees who have not been fully vaccinated may be required to submit to serial testing in the future. Upon hire, new employees will have three (3) business days to provide attestation to their status with proof of vaccination. Vaccinated employees must provide proof of vaccination.

Note: Fully Vaccinated means two (2) weeks after a second dose in a two-dose series of the COVID-19 vaccine, such as the Pfizer or Moderna vaccine, or two (2) weeks after the single-dose vaccine, such as Johnson & Johnson's Janssen vaccine, as defined by the most recent State of Colorado's Public Health Order and current guidance issued by the Colorado Department of Public Health & Environment

The Colorado Department of Higher Education offers benefits for this position which include medical, dental, vision, and life insurance available to the employee and eligible dependents on a cost share basis between employee and the Department. Disability insurance is provided at no cost to the employee. Paid leave time is accrued at 14 hours per month for vacation leave and 10 hours per month for sick leave. There are 10 paid holidays in a calendar year.

Employees of the State of Colorado do not contribute to Social Security, but contribute to Colorado Public Employee Retirement Association (PERA)

The State of Colorado believes that equity, diversity, and inclusion drive our success, and we encourage candidates from all identities, backgrounds, and abilities to apply. The State of Colorado is an equal opportunity employer

committed to building inclusive, innovative work environments with employees who reflect our communities and enthusiastically serve them. Therefore, in all aspects of the employment process, we provide employment opportunities to all qualified applicants without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity or expression, pregnancy, medical condition related to pregnancy, creed, ancestry, national origin, marital status, genetic information, or military status (with preference given to military veterans), or any other protected status in accordance with applicable law.

The Colorado Department of Higher Education is committed to the full inclusion of all qualified individuals. As part of this commitment, our agency will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our Human Resource Director, Cindy Langan, at HR@dhe.state.co.us or call 720.264.8575.